

Job Title: Catering Assistant

Reporting to: Catering Manager

Grade: 2

Overall Purpose of the Post

To work as part of a team to assist in the preparation, cooking and serving of food and beverages as directed.

Main Duties and Responsibilities

- To assist in the preparation, cooking and serving of food, producing meals of consistently high standards on a daily basis;
- Follow food hygiene and cleanliness standards in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all time;
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment;
- To clean on a daily basis all catering areas to an agreed standard, ensuring they are free from hazards;
- To act as a cashier as required and under supervision;
- To ensure the safe operation of kitchen equipment at all times;
- To ensure that all accidents and incidents are reported, including notifiable diseases;
- Any duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.